

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Rail Transportation Associate	Division of Rail/Rolling Stock Procurement	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Deliverables, Logistics and Resolution Management	900-075-3188-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the direction of a Rail Transportation Manager I (Chief, Rolling Stock Procurement Branch) the incumbent is responsible for performing a variety of duties in support of the Division of Rail's rolling stock project management functions. The incumbent has a demonstrated interest and inclination for work with the Department's contract development process, procurement policies and procedures, and project management principles. The incumbent must have the ability to assist in the development and assembling of contract documents, help to coordinate and monitor the completion of various tasks associated with rail equipment procurement contracts, perform work using good judgment and maintaining close attention to detail, and interface with various organizations within the Department as well as at other State and Federal agencies, Amtrak, contractors and others. The incumbent is expected to produce quality work within requested time frames. Some travel may be required.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Job Description
Essential (E)/Marginal (M)¹

40%	The incumbent shall perform a variety of tasks related to the development, execution and ongoing management of contracts related to the procurement of rail passenger cars and locomotives, and other contracts associated with the administration of a fleet of rail passenger rolling stock. These tasks include, but are not limited to: assist in the development of contract documents such as terms and conditions, boilerplate language, contractor performance and evaluation criteria, milestone payment schedules, deliverables and performance measures, and project status reports; help with the identification of potential problems and recommended corrective action to resolve contract issues; assist with the development and management of project schedules; draft contract correspondence, including the review of project correspondence and development of proposed responses; and assist in coordination of various project-related activities to help ensure timely completion of tasks and delivery of work products. This work shall be performed through all phases of rail equipment contracts and agreements. This will require interaction with others within the Office of Rail Equipment and other functional areas within the Division of Rail, other Departmental units such as Procurement and Contracts and Legal, other State agencies such as General Services, Federal agencies such as the Federal Railroad Administration, and contractors including Amtrak, consultants and rail equipment suppliers.
E	

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

25%	Assist with developing, maintaining and administering a contract coordination and deliverable tracking and management system by which the many differing tasks associated with complex rail equipment procurements may be managed, to help ensure that all tasks are completed as required and according to schedule.
E	
20%	Assist with preparing and maintaining a project Master Resolution List that identifies all outstanding contractual and project issues and tasks that require completion or resolution, beginning at the earliest phase of a procurement project and continuing to project closeout. Monitor project tasks to assist with completion, and track progress of resolution of open items. Identify delays and potential problems to Division of Rail management for resolution.
E	
15%	Prepare project status reports for project management and others within the Department and at other agencies on the status of rail rolling stock procurement contracts, including status of project deliverables, timeframes and schedules, delays and unanticipated changes, and other reporting requirements.
M	

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Must have knowledge of the organization and functions of the Department of Transportation.
- Must understand State of California and Departmental contracting and procurement policies and procedures, basic principles of project organization and management, and all applicable laws; and methods of state contract administration.
- Must have knowledge of transportation funding sources, financing methods and requirements for use of State and Federal funds.
- Must be highly organized and have the ability to perform and monitor a wide variety of tasks and project functions simultaneously.
- Must be able to utilize telephone and written communications in addition to personal contact in addressing contract issues such as documentation and provisions, scheduling and coordination, deliverables and milestones, and others. Will originate and review draft e-mail and other correspondence, forms and reports to track and disburse information. The incumbent composes draft letters and meets with contractors, staff within the Department as well as outside agencies, and contractors to identify problems and assist with proposing solutions.
- Must also have the skills and ability to utilize computers to perform the word processing, develop spreadsheets, create and update databases, including Microsoft Word, Microsoft Excel, Microsoft Project, FileMaker Pro and others.
- Must be able to read and understand basic contracts, maps and related documents.
- Must be able to read and have a basic understanding of simple rail equipment projects, specifications, plans and other Division of Rail functions as relates to rolling stock contracts.
- Must be able to use a variety of analytical techniques to resolve or contribute to the resolution of contract issues; and to develop and evaluate alternatives.
- Must have the ability to speak and write effectively; analyze situations accurately and take effective action.
- Must be able to operate computers, printers, scanners, copiers and other office machinery.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor. Work is performed under the guidance of a lead worker or supervisor. Decisions may be made in the absence of the supervisor in situations where immediate action is required.

Errors in judgment or inadequacies in recommendations and decisions could result in delays to rail procurement projects, failure to meet contractual deadlines and perform required tasks, failure to meet project management and accountability requirements, loss of funds, and/or increased project costs, which would negatively impact the State's rail equipment operations and/or project implementation.

PUBLIC AND INTERNAL CONTACTS

The incumbent has contact with employees at various governmental agencies at the local, Federal and State levels; private industry representatives; railroad companies; consultants; and contractors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Requires occasional bending, stooping and kneeling.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Develop new insights into situations and apply innovative solutions to make organizational improvements.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Work may be required in manufacturing facilities, railroad maintenance and operations facilities, contractor's offices or onboard passenger railcars and/or locomotives. Some safety training, safety clothing and personal protective devices, i.e. safety gear may be required.

Employees may be required to travel.

Overtime may be required.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)	
EMPLOYEE (Signature)	DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	
SHARON BEASLEY SUPERVISOR (Signature)	DATE